

Time & Leave Entry

View Leave Plans

SCENARIO: View employee leave plans. SHARP is programmed to automatically enroll employees into leave plans. Note: To view leave plans, you must have one of the Agency Benefits roles.

STEP 1:	Select the menu items in the following order: Home > Benefits > Enroll In Benefits > Leave Plans
Expected Results:	The "Leave Plans" (Find an Existing Value) page will display.
STEP 2:	<p>You may enter the following primary search criteria:</p> <p>A. Employee ID in the "EmplID" field;</p> <p>B. Employment Record Number in the "Employment Rcd Nbr" field.</p> <p>C. Click Search.</p> <p>You may wish to enter the following alternate search criteria: Employee's Name in the "Name" field.</p>
Expected Results:	Search results will display with criteria matching that which you entered on the Find an Existing Value page. If completed Actions A-C, the Leave Plans page will display instead of the search results.
STEP 3:	If you did not enter all the primary search criteria, the search results display. Select the employee's record by Clicking on the employee's row of information.
Expected Results:	The employee's Leave Plans (USA) page will display.
STEP 4:	View the Leave Plans information. Click on the View All hyperlinks to see all information contained on the page.
Expected Results:	There are two sections to this page. The outer section of the page identifies the different leave plans in the following order: Sick, Vacation, Discretionary Day, Compensatory Time, Holiday Compensatory Time, Military Leave, and Shared Leave. The inner section identifies the coverage (such as elect, waive and terminate and the effective date).

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